



SAN FRANCISCO PUBLIC UTILITIES COMMISSION

1145 Market St., 10th Floor, San Francisco, CA 94103 • Tel. (415) 554-1530 • Fax (415) 551-4554 • TTY (415) 554 3488



San Francisco Public Utilities Commission Small Firm Advisory Committee

June 27, 2007

10:30 a.m. – 12:30 p.m.

City of Fremont

Chamber of Commerce

39488 Stevenson Place, Suite 100

GAVIN NEWSOM
MAYOR

RICHARD SKLAR
PRESIDENT

RYAN L. BROOKS
VICE PRESIDENT

E. DENNIS NORMANDY
ANN MOLLER CAEN
ADAM WERBACH

SUSAN LEAL
GENERAL MANAGER

Moses de los Reyes
Lucille Palmer-Byrd

Marie McKenzie
Estela Taranó

Tom McGinley

Members

Agenda

10:15 a.m. nstf
DOCUMENTS DEPT.

JUN 26 2007

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Staff Liaison: Iris Martin Lopez

1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Opening Remarks – **Carol Isen, Director, Labor Relations and Community Programs**
 - The Small Firm Advisory Committee will assist the SFPUC in its efforts to provide meaningful business opportunities to small, locally based construction companies throughout the SFPUC's water service territory, and provide public meeting opportunities to meet with residents of suburban water customer jurisdictions to discuss actions of this committee that affect those residents.
5. Summary of Local Business Enterprise Outreach Efforts – **Vitus Leung, Manager, Labor Relations and Community Programs.**
6. Election of Officers – **Small Firm Advisory Committee**
7. Future Meeting Dates
8. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee, staff and general public.
9. Adjournment

Disability Access

The Small Firm Advisory Committee meeting will be held at the City of Fremont's Chamber of Commerce located at 39488 Stevenson Place. The Conference Room is wheelchair accessible. The closest accessible BART station is on 2000 BART Way at the intersection of Civic Center Drive. Accessible bus lines serving this location are: AC Transit 215 and 217 bus lines.

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Lobbyist Registration and Reporting Requirements

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San Francisco Public Utilities Commission
 Water System Improvement Program
 Small Firm Advisory Committee
 September 26, 2007
 10:30 a.m. – 12:30 p.m.
 City of Fremont
 Chamber of Commerce
 39488 Stevenson Place, Suite 100

Members

GAVIN NEWSOM
MAYOR

RYAN L. BROOKS
PRESIDENT

ANN MOLLER CAEN
VICE PRESIDENT

E. DENNIS NORMANDY
RICHARD SKLAR
DAVID HOCHSCHILD

SUSAN LEAL
GENERAL MANAGER

Estela Tarano (Chair)
Moses de los Reyes

Tom McGinley (Vice Chair)
Lucille Palmer-Byrd

Marie McKenzie (Secretary)


Agenda DOCUMENTS DEPT.

Staff Liaison: Iris Martin Lopez

SEP 19 2007

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1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Director's Report – Carol Isen, Director, Labor Relations and Community Programs
 - The Small Firm Advisory Committee will assist the SFPUC in its efforts to provide meaningful business opportunities to small, locally based construction companies throughout the SFPUC's water service territory, and provide public meeting opportunities to meet with residents of suburban water customer jurisdictions to discuss actions of this committee that affect those residents.
 - Introduction of Labor Relations and Community Programs Staff
 - Update on the revised WSIP Regional project schedule
5. Discussion on SFPUC's Regional Small Business Enterprise Certification Program and contractor outreach efforts – Hala Hijazi
6. Discussion on the local area disadvantaged hiring – Vitus Leung, Administrator, Project Labor Agreement and Ardis Graham WSIP Regional Workforce Development Coordinator
7. Discussion and overview of the policies and procedures of Advisory body 14B Small Firm Advisory Committee – Iris Martin Lopez



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8. Discussion and possible action on how the Small Firm Advisory Committee can assist the SFPUC in moving forward with the regional Water System Improvement Program – **Small Firm Advisory Committee**
9. Discussion and possible action on future agenda items for the remainder 2007 calendar year and 2008 – **Small Firm Advisory Committee**
10. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee, staff and general public.

*****List of Potential Future Agenda Items *****

- ❖ Mentor Protégé Program

12. Adjournment

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San Francisco Public Utilities Commission
 Water System Improvement Program
 Small Firm Advisory Committee
 January 23, 2008
 10:30 a.m. – 12:30 p.m.
 City of Fremont
 Chamber of Commerce
 39488 Stevenson Place, Suite 100

GAVIN NEWSOM
MAYOR

ANN MOLLER CAEN
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

RYAN L. BROOKS
RICHARD SKLAR
DAVID HOCHSCHILD

SUSAN LEAL
GENERAL MANAGER

Members

Moses de los Reyes
Lucille Palmer-Byrd

Marie McKenzie (Secretary) Tom McGinley (Vice Chair)
 Estela Tarano (Chair)

Agenda

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Staff Liaison: Iris Martin Lopez

JAN 16 2008

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1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Minutes - Approval of the June 27, 2007 and September 26, 2007 minutes
5. Director's Report - Carol Isen, Director, Labor Relations and Community Programs (5 minutes)
 - The Small Firm Advisory Committee will assist the SFPUC in its efforts to provide meaningful business opportunities to small, locally based construction companies throughout the SFPUC's water service territory, and provide public meeting opportunities to meet with residents of suburban water customer jurisdictions to discuss actions of this committee that affect those residents.
6. Discussion and Update Draft Contractor Outreach Plan - Hala Hijazi, Manager Small Business Program (20 minutes)
 - Contractor Certification of Regional Local Business Enterprises
 - Upcoming Projects and Outreach Strategies
 - Discuss which General Trades are necessary per project within water service region
 - Networking event updates; assistance from the Small Firm Advisory Committee in identifying regional events
 - Update on Micro-consultants help SFPUC achieve outreach goals

**7. Updates and discussion Draft Regional Employment Plan – Ardis
Graham, Project Labor Agreement (PLA) Administrator (20 minutes)**

- Draft employment for the Water System Improvement Program (WSIP) PLA
- Craft work hour estimates for WSIP
- San Mateo County – Update on SFPUC coordination with Project Build in San Mateo and the City of East Palo Alto
- Alameda County – Update of WSIP Stand-by-Power pre-job meeting and SFPUC's continued outreach with unions of Alameda County
- San Joaquin County – Update on SFPUC's construction training workshop in Stockton and meeting with San Joaquin County's Local 25

8. Discussion and possible action on how the Small Firm Advisory Committee can assist the SFPUC in moving forward with the regional Water System Improvement Program – Small Firm Advisory Committee (10 minutes)

9. Discussion and possible action on future agenda items and meeting dates for 2008 – Small Firm Advisory Committee (10 minutes)

10. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee, staff and general public.

11. Adjournment

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WATER
POWER

SAN FRANCISCO PUBLIC UTILITIES COMMISSION

OFFICE OF THE ASSISTANT GENERAL MANAGER INFRASTRUCTURE
LABOR RELATIONS AND COMMUNITY PROGRAMS UNIT

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San Francisco Public Utilities Commission
Water System Improvement Program
Small Firm Advisory Committee
April 23, 2008
10:30 a.m. – 12:30 p.m.
City of Fremont
Chamber of Commerce
39488 Stevenson Place, Suite 100

GAVIN NEWSOM
MAYOR

ANN MOLLER CAEN
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

RICHARD SKLAR
DAVID HOCHSCHILD
F.X. CROWLEY

ED HARRINGTON
GENERAL MANAGER

Members

Estela Tarano, **Chair**
Marie McKenzie, **Secretary**
Moses de los Reyes (*Excused Absence*)

Tom McGinley, **Vice Chair**
Lucille Palmer-Byrd

Agenda

DOCUMENTS DEPT

Staff Liaison: Iris Martin Lopez

APR - 9 2008

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1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Minutes – Approval of the January 23, 2008 meeting minutes
5. Director's Report – Carol Isen, Director, Labor Relations and Community Programs (5 minutes)
 - The Small Firm Advisory Committee will assist the SFPUC in its efforts to provide meaningful business opportunities to small, locally based construction companies throughout the SFPUC's water service territory, and provide public meeting opportunities to meet with residents of suburban water customer jurisdictions to discuss actions of this committee that affect those residents.
6. Discussion and possible action on the Small Firm Advisory Committee Rules of Order – Iris Martin Lopez, Coordinator SFPUC LBE-Program (20 minutes)
7. Update on the SFPUC Regional LBE Program – Iris Martin Lopez, Coordinator SFPUC - LBE Program (5 minutes)
8. Updates and discussion Draft Regional Employment Plan – Ardis Graham, Project Labor Agreement (PLA) Administrator (20 minutes)
 - Procedures for local hire
 - Craft work hour estimates for WSIP
 - Alameda County – Update on Regional Occupation Program
 - San Joaquin County – General Update

9. Update on Labor Relations and Community Program Office of the Ombuds – **Lihmei Leu, Coordinator, Office of the Ombuds (5 minutes)**
10. Discussion, Presentation and possible action on SFPUC's Design of Capacity Building and Mentorship Program – **Brenda "BJ" Jones, Coordinator, SFPUC Infrastructure Training Logistics (10 minutes)**
 - Survey Results
 - Draft Program Curriculum
11. Small Business Outreach Events Update – **Hala Hijazi, Manager Marketing and Business Development (5 minutes)**
 - Calaveras Dam Workshop
 - Small Business Breakfast
 - Basic Crafts Alliance of Northern California hosts SFPUC's Regional Pipeline Projects Workshop
12. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee, staff and general public.
13. Adjournment

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VICE PRESIDENT

RICHARD SKLAR
DAVID HOCHSCHILD
T.X. CROWLEY

ED HARRINGTON
GENERAL MANAGER

San Francisco Public Utilities Commission
Water System Improvement Program
Special Meeting
Small Firm Advisory Committee
June 25, 2008
10:30 a.m. – 12:30 p.m.
City of San Jose
Santa Clara Valley Water District
Board Meeting Room
3700 Almaden Expressway
San Jose, CA 95118

Members

06-20-08A10:00 RMD

Estela Tarano, Chair
Marie McKenzie, Secretary
Moses de los Reyes

Tom McGinley, Vice Chair
Lucille Palmer-Byrd

Agenda

DOCUMENTS DEPT.

Staff Liaison: Iris Martin Lopez

JUN 20 2008

1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Discussion and possible action on the draft 2008 Small Firm Advisory Committee Work Plan – **Small Firm Advisory Committee**
5. Adjournment

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San Francisco Public Utilities Commission
Water System Improvement Program
Small Firm Advisory Committee
July 23, 2008
10:30 a.m. – 12:30 p.m.
City of Fremont
Chamber of Commerce
39488 Stevenson Place, Suite 100

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Marie McKenzie, **Secretary**
Moses de los Reyes

Tom McGinley, **Vice Chair**
Lucille Palmer-Byrd

415-215-7896 (SFPUC) (415) 551-4554

Agenda

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Staff Liaison: Iris Martin Lopez

JUL 21 2008

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1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Minutes – Approval of the January 23rd, April 23rd and June 25th meeting minutes.
5. Presentation and possible action on the draft 2008 WSIP Small Firm Advisory Committee Work Plan – **Small Firm Advisory Committee (60 minutes)**
 - Presented to Labor Relations and Community Programs and Chris Iglesias on behalf of Human Rights Commission.
6. Update on SFPUC Local Business Enterprise Program (LBE)– Iris Martin Lopez, Coordinator, **SFPUC-LBE Program (5 minutes)**
 - Update on SFPUC LBE fact sheet
 - Update on SFPUC LBE certification list
7. Update on draft Contractors Outreach Plan – Hala Hijazi, Manager, LRCP **Business Development (5 minutes)**
 - Update on general contractor outreach
 - Update on WSIP projects schedule

8. **Update on WSIP Employment – Ardis Graham, Project Labor Agreement Administrator (5 minutes)**
 - Update on Regional Local Hire Plan
 - Update on WSIP estimated craft work hours
9. **Update on the Office of the Ombuds – Lihmeei Leu, Coordinator, Office of the Ombuds (5 minutes)**
 - Update on Office of the Ombuds Brochure
 - Update on Small Business Enterprise website
10. **Director's Report – Carol Isen, Director, Labor Relations and Community Programs (10 minutes)**
 - Moving forward: Small Business Enterprise Program
11. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee, staff and general public.
12. Adjournment

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SAN FRANCISCO PUBLIC UTILITIES COMMISSION

WATER SYSTEM IMPROVEMENT PROGRAM



LABOR RELATIONS AND COMMUNITY PROGRAMS
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F.X. CROWLEY
VICE PRESIDENT

FRANCESCA VIETOR
COMMISSIONER

JULIE ELLIS
COMMISSIONER

ED HARRINGTON
GENERAL MANAGER

San Francisco Public Utilities Commission Water System Improvement Program

Small Firm Advisory Committee

July 1, 2009

10:30 a.m. – 12:30 p.m.

City of Fremont

Chamber of Commerce

39488 Stevenson Place, Suite 100

Members

06-21-09PM4:30 PM

Estela Tarano, **Chair**
Lucille Palmer-Byrd, **Secretary**
Moses de los Reyes (Absent)

Marie McKenzie, **Vice-Chair**
Tom McGinley

Agenda

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Staff Liaison: Iris Martin Lopez

1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Minutes – Approval of January 22, 2009 meeting minutes
5. Director's Report – **Carol Isen, Director, Labor Relations and Community Programs (10 minutes)**
6. Discussion on the WSIP Bay Division Pipeline Reliability Upgrade – **Joseph Ortiz, Project Manager (30 minutes)**
7. Discussion and status report presentation SFPUC-LBE participation on SFPUC WSIP construction projects – **Lihmeei Leu, Coordinator, Office of the Ombuds (10 minutes)**
8. Discussion on the WSIP regional construction projects jobs components – **Bill Irwin, Project Labor Agreement Analyst (15 minutes)**

9. Discussion on recommendations the Small Firm Advisory Committee can advise the SFPUC General Manager on in relations to WSIP per LBE Outreach - **Small Firm Advisory Committee (20 minutes)**
10. Discussion and possible action on draft 2009 Small Firm Advisory Committee Timeline – **Small Firm Advisory Committee (20 minutes)**
11. Update on Contractor Outreach – Lihmeei Leu, Coordinator, Office of the Ombuds (10 minutes)
 - Update on WSIP projects schedule
 - Update on Outreach Events (April 1st Event and 4th Annual Contractor's Breakfast)
12. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee, staff and general public.
13. Adjournment

Disability Access

The Small Firm Advisory Committee meeting will be held at the City of Fremont's Chamber of Commerce located at 39488 Stevenson Place. The Conference Room is wheelchair accessible. The closest accessible BART station is on 2000 BART Way at the intersection of Civic Center Drive. Accessible bus lines serving this location are: AC Transit 215 and 217 bus lines.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Iris Martin Lopez at (415) 554-3222 or our TTY at (415) 554-3488 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-6060.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site at www.sfgov.org/ethics.

Know your rights under the Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

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The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic

SFPUC

SAN FRANCISCO PUBLIC UTILITIES COMMISSION



WATER POWER WASTE MANAGEMENT

LABOR RELATIONS AND COMMUNITY PROGRAMS



WATER

POWER

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JAVIN NEWSOM
MAYORJ. CROWLEY
RESIDENTFRANCESCA VIOTOR
VICE PRESIDENTJENN MOLLER CAEN
COMMISSIONERULIET ELLIS
COMMISSIONERJANSON B. MORAN
COMMISSIONERD. HARRINGTON
GENERAL MANAGER

San Francisco Public Utilities Commission
Water System Improvement Program
Small Firm Advisory Committee
October 21, 2009
10:30 a.m. – 12:30 p.m.
City of Fremont
Chamber of Commerce
39488 Stevenson Place, Suite 100

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Members

Estela Tarano, Chair
Lucille Palmer-Byrd, Secretary
Moses de los Reyes

Marie McKenzie, Vice-Chair
Tom McGinley

Agenda

Staff Liaison: Iris Martin Lopez

1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Minutes – Approval of July 1, 2009 meeting minutes
5. Update on the SFPUC Local Business Enterprise Program (SFPUC-LBE) – Iris Martin Lopez, Coordinator, SFPUC-LBE Program (10 minutes)
6. Discussion on Small Firm Advisory Committee's role per City and County of San Francisco legislation 14B.5 SFPUC-LBE Program – Veronica Ng, San Francisco Human Rights Commission (SFHRC) (30 minutes)
7. Discussion and possible action on SFPUC Micro Set Aside Program – Alaric Degrafinried, SFHRC Contract Compliance Officer (30 minutes)
8. Discussion on recommendations to the SFPUC's General Manager and SF Human Rights Commission the Small Firm Advisory Committee can provide per SFPUC-LBE outreach for the WSIP - Small Firm Advisory Committee (35 minutes)



9. Update on Contractors Outreach– **Lihmeel Lou, Coordinator, Office of the Ombuds**
(5 minutes)
 - Update on Contractors Blog
10. Director's Report – **Carol Isen, Director, Labor Relations and Community Programs** (10 Minutes)
11. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee, staff and general public.
12. Adjournment

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SAN FRANCISCO PUBLIC UTILITIES COMMISSION



WATER SYSTEM IMPROVEMENT PROGRAM

LABOR RELATIONS AND COMMUNITY PROGRAMS



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JUST ELLIS
COMMISSIONER

YVON B. MORAN
COMMISSIONER

D HARRINGTON
GENERAL MANAGER

San Francisco Public Utilities Commission
Water System Improvement Program
Small Firm Advisory Committee
January 21, 2010
10:30 a.m. – 12:30 p.m.
City of Fremont
Chamber of Commerce
39488 Stevenson Place, Suite 100

Members

01-08-10P0533 J RBYD

Estela Tarano, Chair
(Vacant) Secretary
Moses de los Reyes

Marie McKenzie, Vice-Chair
Tom McGinley

Agenda

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Staff Liaison: Iris Martin Lopez

1. Call to order
2. Roll Call
3. Public Comment - members of the public may address the Committee on matters that are within the committee's jurisdiction and are not on today's agenda
4. Minutes - Approval of October 21, 2009 meeting minutes
5. 2010 Small Firm Advisory Committee Elections - Small Firm Advisory Committee (15 minutes)
6. Presentation and possible action on the Small Firm Advisory Committee draft 2010 recommendations- Small Firm Advisory Committee (65 minutes)
7. Update on San Francisco Public Utilities Commission (SFPUC) Micro Set Aside Program - Veronica Ng, San Francisco Human Rights Commission (SFHRC) (15 minutes)
8. Discussion on WSIP Bay Division Pipeline - Fencing Micro Set Aside Project Iris Martin Lopez (20 minutes)
9. Update on SFPUC Local Business Enterprise Program - Iris Martin Lopez (10 minutes)



10. Director's Report – Carol Isen, Director, Labor Relations and Community Programs (10 Minutes)
11. Comments, suggestions and requests for future agenda items by members of the Small Firm Advisory Committee, staff and general public.
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